



Purchase Ledger Assistant

Applicant
Information Pack



We build homes, create communities and transform lives

Alternative formats

If you require this document in an alternative format, such as large print or a white or coloured background, please contact our Communications team.

 unitedwelsh.com/contact

 tellmemore@unitedwelsh.com

 0330 159 6080

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About Us

United Welsh is an award-winning not-for-profit organisation providing homes and related services in South Wales. We are passionate about building homes, creating communities and transforming lives.

We look after over **6,300 homes** for people across **11 local authority areas**, and our services help thousands more in our communities.

Helping people to live happily and in good health is important to us, and we are proud to have been named fifth best landlord in the UK.

We have a new building programme that is worth around **£35m** each year and in the next five years, we intend to build **1,300 more homes**. We are ambitious about how we can help people to live their best lives, working

with a range of partners including local and national government and the NHS to give people choice; tackling poverty, improving wellbeing and playing our part in ending homelessness.

The United Welsh Group also incorporates our subsidiary Celtic Horizons Ltd which, in partnership, looks after all our property services, and Harmoni Homes Ltd, which builds affordable homes and homes for sale.

We are also developing a new social enterprise, Celtic Offsite, that will manufacture low carbon homes and support the local economy to thrive.

With almost **400 employees** and a turnover of over **£40m**, we are an ambitious organisation with a strong sense of social purpose.

Life at United Welsh centres around our culture. We live by our values which connect us and inspire us, guiding our strategies as well as the decisions we make day to day.



About Us

United Welsh

**Celtic Horizons
Ltd**

**Harmoni
Homes Ltd**

Developing Homes for
United Welsh

**Celtic
Horizons**

Asset
Management

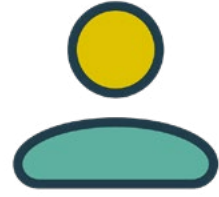
**Celtic
Offsite**

Timber Frame
Factory

The Celtic Horizons Asset Management service for United Welsh is delivered in partnership with Mears Ltd



Job Profile



Purchase Ledger Assistant

Reporting to
Finance Manager

Broad purpose of the post

We're looking for someone to join our Finance team as a Purchase Ledger Assistant.

This role will provide an efficient, high quality and professional finance support service to the Group. You will manage all finance processes, ensuring data is maintained appropriately and is relevant and up to date.

We're looking for someone with excellent numerical and interpersonal skills and a positive and innovative approach to problem solving.

Key Accountabilities



- Prepare and process relevant financial information in a complete and timely manner for internal and external customers.
- Work on your own initiative in order to prioritise workload and meet finance deadlines.
- Continually work to find innovative solutions to improve overall workplace performance and manage/deliver identified improvements to achieve efficiencies.
- Ensure compliance with and raise awareness of finance policies and procedures and other service level agreements to achieve consistent working practices.
- Ensure provision of flexible financial service delivering excellent customer service.
- Process supplier invoices using OCR invoice scanning software and match them to the GRN and purchase order.
- Manage the purchase ledger email inbox and respond to any queries.
- Complete supplier statement reconciliations.
- Prepare the weekly supplier pay run and arrange approvers.
- Chase any unapproved invoices.
- Identify process improvement opportunities.

Personal Requirements

Essential

- A positive, enthusiastic, and professional approach when working as a team and on own initiative to deliver a high-quality service.
- Takes time to initiate communication that will improve work flow, customer understanding and customer relations.
- A can-do attitude and innovative approach to problem solving.
- Determination and drive to achieve deadlines and ensure work is of a high standard.
- Processing experience: end to end purchase ledger processing including online bank bacs payments and month end close downs.
- Dealing with supplier queries.
- Reconciliation of Control Accounts and Supplier Statements.
- Competent using Microsoft Office and Excel to include Vlookups and If Statements.
- Excellent numeracy skills.
- Approachable at all times to people at all levels.
- AAT or equivalent.

Desirable

- Working within Housing Sector
- Experience of other functions within the finance department.
- Open Accounts.

The Essential Criteria stated within the Personal Requirements will be used for shortlisting purposes. However, all criteria will be considered in the process of making an appointment.

Please note, this role may require a DBS check. This will be conducted as part of the recruitment process for the successful candidate.

Terms and Conditions

Current Salary

Total salary is **£27,715** per annum.

Pension Plus

While working at United Welsh you are eligible to join our pension scheme. United Welsh partner with the **Social Housing Pension Scheme (SHPS)** to deliver our pension provision for employees.

The **Defined Contribution Scheme (DC)** matches employee contributions up to 10%. It is a salary sacrifice scheme, so deductions are taken before tax.

Leave

- **30** days plus Bank Holidays
- **Two** United Welsh Gifted Days - an additional two gifted days, usually to be taken during the office closure over the festive period.

Additional Benefits

- **30 days** annual leave and bank holidays
- An additional **two gifted days** to be taken over the seasonal period.
- A company culture that promotes **work life balance**
- **Flexible** working
- Opportunities to be involved in **'Can Do'** days, giving back to the communities where we work
- A half a day's leave under the **'School Starter Scheme'**
- Free **fruit, fresh filtered water, tea and coffee** within our offices
- **Cycle to Work** Scheme
- One year's **paid subscription to professional body** (one membership per year)
- **Free eye tests** at Specsavers and a contribution towards the cost of prescription glasses
- Access to our **internal coaching and wellbeing services** that are devoted to supporting professional and personal development
- Free and confidential access to a **24/7 Employee Assistance Wellbeing Hub**
- We are a member of the **Social Housing Pension Scheme**. There is an opportunity for employees to join The Defined Contribution Scheme and we match contributions up to 10%
- **Learning and Development opportunities**, with learning available in a range of formats to suit your needs
- As a testament to our approach and genuine commitment to learning, United Welsh holds the **Investors in People - Gold Award**
- We are committed to supporting applicants and staff with disabilities and hold the **Disability Confident Level 1 Award**
- We are an Armed Forces friendly organisation and hold the **Armed Forces Covenant – Bronze Award**



How to apply

To apply, please send a copy of your **CV and the Equality, Diversity and Declaration of Interest form** to jobs@unitedwelsh.com by **11:59pm on Monday 31st July**.

Within your CV, please provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. We will not approach these referees prior to the shortlist stage, and we will seek your permission first. However, references will be sought as part of our pre-employment checks for the successful candidate.

- We would be grateful if you could submit the Equality Diversity and Declaration of Interest form with your application. The information you provide will be used for monitoring purposes only and will be kept separate from your application
- Where possible, please remove personal details from your CV (excluding your National Insurance number) as we will have all the personal information we need from the Equality, Diversity and Declaration of Interest form
- Please ensure your CV and other documents are emailed as a Word or PDF file, as unfortunately, we are currently unable to accept applications in any other formats at the moment

Please send any applications to jobs@unitedwelsh.com or deliver them to: FAO The People Team, United Welsh, Y Borth, 13 Beddau Way, Caerphilly, CF83 3AU. Our main office is open between 9am and 5pm, Monday to Friday.



www.unitedwelsh.com

